

DAVID Y. IGE
GOVERNOR

JOSH GREEN
LIEUTENANT GOVERNOR



LESLIE WILKINS
CHAIRPERSON

ALLICYN C.H. TASAKA
EXECUTIVE DIRECTOR

STATE OF HAWAII
WORKFORCE DEVELOPMENT COUNCIL
830 Punchbowl Street, Suite 417, Honolulu, Hawaii 96813
Phone: (808) 586-8630 Web: <http://labor.hawaii.gov/wdc/>

Workforce Development Council Meeting
Thursday, June 13, 2019
9:30 a.m. — 12:30 p.m.
Keelikolani Building (State Labor & Tax Building)
830 Punchbowl Street, Room 310, Honolulu, HI 96813

MINUTES

Member Attendees:

Leslie Wilkins, WDC Chairperson, and Chair, Maui County Workforce Development Board
Maureen Bates (Designee for Pankaj Bhanot, Director, DHS)
Dan Fort (Designee for Mayor Derek Kawakami)
Yvette Gibson, HR Manager, Talent Acquisition, Hawaii Pacific Health
James Hardway (Designee for Jason Chang, Chair, Oahu Workforce Development Board)
Alan Hayashi, WDC Vice Chair, and Owner, Consult 808
Duane Hosaka (Designee for Mayor Harry Kim)
Bernadette Howard (Designee for David Lassner, President, UH)
Michael Kamiya, Sales Director, Kamiya Gold, Ltd.
Ian Kitajima, Director of Corporate Development, Oceanit
Sean Knox, President, Hawaii Employment Services
Steve Lupkes, Chair, Kauai Workforce Development Board
Gladys Quinto Marrone, CEO, Building Industry Association of Hawaii
Scott Murakami, Director, DLIR
Sheryl Nojima, President of Gray, Hong, Nojima, and Associates
Shannon Okinaka, Executive Vice President & CFO, Hawaiian Airlines
Peter Quigley (Designee for David Lassner, President, UH)
General Edward Richardson, Owner, Edward V. Richardson, LLC
Helen Sanpei (Designee for Christina Kishimoto, Superintendent, Department of Education)
Charles Shima, Training Coordinator, Plumbers Union Local 675
Manuel "Manny" Valbuena (Designee for Mayor Kirk Caldwell)
Winona Whitman, Employment & Training Director, Alu Like, Inc.
Karen Wong, Vice President of Administration, Lanakila Pacific
Elaine Young (Designee for Scott Murakami, Director, DLIR)

Members Absent:

Glenn Alcalde, Training Coordinator, Hawaii Carpenters Apprenticeship and Training Fund
Evelyn Barfield, Human Resources Business Partner, Hunt Companies
Senator Stanley Chang, Hawaii State Senate
David DeLuz, Jr., Chair, Hawaii County Workforce Development Board
Jason Ito, Director of Administration & Planning, Kyo-Ya Management Company
Glen Kaneshige, President, Nordic PCL Construction, Inc.

Brian Lee, Executive Director, Hawaii Laborers-Employers Cooperation & Education Trust Fund
Yang-Seon Kim (Designee for Mike McCartney, Director, DBEDT)
Alicia Moy, President & CEO, Hawaii Gas Co.
Representative Mark Nakashima, Hawaii State House of Representatives
Barry Taniguchi, Chairman & CFO, KTA Super Stores
Brian Tatsumura, Owner, Briant 808 LLC
Sunshine Topping, Vice President of Human Resources, Hawaiian Telcom
Kay Fukumoto (Designee for Mayor Michael Victorino, Maui County Mayor)
Beth Whitehead, Executive Vice President, CAO, American Savings Bank

Guests:

Morgan Pomai Castro, Oahu American Job Center
Faustino Dagdag, Leeward Community College
Doris Dvovich, Office of the Attorney General
Michele Fukumoto, McKinley Community School for Adults
Ken Furukawa, McKinley Community School for Adults
Kevin Ginoza, Waipahu Community School for Adults
Kristin Hirata, HDOE Adult Ed.
Carol Kanayama, Workforce Development Division, DLIR
Alison Lum, Oahu Workforce Development Board
Leinaala Nakamura, Oahu American Job Center
Maricar Pilotin-Freitas, Workforce Development Division, DLIR
Mel Resonable, Hawaii Gas
Nisa Tokunaga, Oahu American Job Center
Dina Yoshimi, HI Language Roadmap UHM

Staff:

Allicyn Tasaka, Executive Director
Maria-Elena Diaz, Employment Analyst IV
Wayne Liou, Employment Analyst IV & Economist
Kathy Miyahira, Accountant IV
Michelle Miyashiro, Office Manager
Jayson Muraki, Workforce Information & Data Coordinator
Jeanne Ohta, Special Projects Specialist
Mark Olds, Employment Service Specialist V
Lina Rivera, Accountant III
Kayla Rosenfeld, Statewide Rapid Response Coordinator

I. Call to Order

A. Chair's Updates by Chair Leslie Wilkins

Chair Wilkins called the meeting to order at 9:34 a.m. and declared that quorum was achieved with 21 voting members present. Chair Wilkins also declared that she will be exercising the Chair's prerogative to rearrange the agenda to accommodate quorum and some members that have to leave early. Chair Wilkins thanked Steve Lupkes, Chair of the Kauai Workforce Development Board, for his many years of service as he will be

retiring this month. Chair Wilkins also welcomed Dan Fort, Executive Director of the Kauai Workforce Development Board. Chair Wilkins thanked General Edward Richardson and Alan Hayashi for continuing their service with the WDC and congratulated them as both were reappointed by Governor Ige and confirmed by the State Legislature.

- B. Brief overview of Department of Labor and Industrial Relations (DLIR) by Scott Murakami, Director, DLIR

Director Murakami shared that the biggest challenge for DLIR during this legislative session was the bill to raise the minimum wage, which did not pass. Director Murakami shared the 2019 departmental priorities for DLIR: Optimization, Modernization and Collaboration.

II. Approval of Minutes for the March 7, 2019 Board Meeting

- A. Steve Lupkes motioned to adopt the minutes of the March 7, 2019 Board meeting. Bernadette Howard seconded the motion. There was no further discussion or amendments. The motion was adopted as circulated with 21 votes in favor, no abstentions, and none voting no.

III. Chair's Prerogative

- A. Finance Committee Report by Chair Shannon Okinaka
Committee Chair Okinaka stated that the figures in the report are as of March 31, 2019. About \$285,000 was returned to WDC from the local areas for Program Year 2016. WDC paid the HireNet costs for all of the counties for Program Year 2018. About \$250,000 will be returned to WDC for Program Year 2017. Per federal regulations, returned funds will be used for statewide activities relating to WIOA.
- B. Youth Services Committee Report by Chair Ian Kitajima
Committee Chair Kitajima reported that the committee has grown to around 20 members and they continue to invite those who work with youth across the state. Many members are doing inter-related work and its important to get the players together and build those relationships. The committee has narrowed their focus to three elements: guidance and counseling, entrepreneurship skills training, and activities to prepare youth for transition to post-secondary education.

III. Presentations

- A. **Hawaii Workforce Pathway System and the Community School Workforce Development Diploma Program by Helen Sanpei, Principal, McKinley Community School for Adults.**

Helen Sanpei presented the Hawaii Workforce Pathway System and the Community School Workforce Development Diploma Program, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/07/DOE-Workforce-Development-Board-Presentation-for-3.16.19.pdf>

B. Report on final draft of the statewide business services framework plan by Faustino Dagdag, Leeward Community College Instructor and member of the Employer Engagement Committee.

Faustino Dagdag presented the final draft of the statewide business services framework plan, which can be found at this link:
<https://labor.hawaii.gov/wdc/files/2019/06/Final-Combined-Hawaiiis-Statewide-Business-Services-Framework-Plan-06.13.19.pdf>

IV. Executive Session

Sean Knox motioned to move into Executive Session to discuss personnel matters regarding the annual evaluation of the Executive Director under Hawaii Revised Statutes Chapter 92-5(a)(2). General Edward Richardson seconded the motion. There were no questions. The motion was adopted with 21 votes in favor, no abstentions, and none voting no. The meeting entered Executive Session at 10:40 a.m.

Ian Kitajima motioned to move out of Executive Session. General Edward Richardson seconded the motion. There were no questions. The motion was adopted with 21 votes in favor, no abstentions, and none voting no. The meeting exited Executive Session at 10:59 a.m.

The 360 evaluation instrument to evaluate the Executive Director was developed by the Performance Measures Committee and ratified by the Executive Committee. Officers, members of the Executive Committee, staff, and partners used the evaluation instrument to evaluate Executive Director Allicyn Tasaka. She received an overall score of 4.57 out of 5 and will receive an increase in salary with the new fiscal year.

V. Updates Relating to Board Governance for March to June 2019

A. Executive Committee Report and Recommendations by Chair Leslie Wilkins

Michael Kamiya, member of the Employer Engagement Committee, reported that a subcommittee was created to carry out a pilot program to implement the Business Services Framework Plan. FCH Enterprises (Zippy's), Kamiya Gold, and a healthcare company will be going through the American Job Center as representatives of their field. The pilot program will begin with FCH Enterprises and meetings are scheduled in September.

Chair Wilkins reported that the Executive Committee voted to approve the Business Services Framework Plan presented by Faustino Dagdag.

B. Executive Director's Report on WDC Activities from March – June 2019 by Allicyn Tasaka

Executive Director Allicyn Tasaka presented the Executive Director's Report, which can be found at this link:

<https://labor.hawaii.gov/wdc/files/2019/07/Final-ED-Report-PPT-WDC-Board-Mtg-6.13.19.pdf>

VI. Reports Related to the Workforce Innovation and Opportunity Act (WIOA)

A. Program Highlights from Each County's Workforce Development Board for March to June 2019

1. Hawaii County Workforce Development Board by Duane Hosaka for David DeLuz, Jr.

The RFP process for the Adult and Dislocated Worker service provider is very close to completion and should be done in the next week or two. The AJC's first job fair in Kona was held on May 24. The next job fair in Hilo will be in October.

2. Kauai Workforce Development Board by Steve Lupkes

The Kauai Workforce Development Board has been meeting every month to work on issues such as educating board members on their roles and responsibilities, the Maher & Maher's findings, and recruiting new board members. Dan Fort was hired as the Executive Director.

3. Maui Workforce Development Board by Chair Leslie Wilkins

The Maui County Workforce Development Board has been meeting quarterly and discussed the adult worker numbers highlighted in the Finance Committee report. At the January 2019 meeting, Kevin Kimizuka, representing the adult and dislocated worker service provider was tasked with creating a strategic and marketing plan to boost numbers. The Youth program, with UH Maui College as the service provider, has great enrollment but they are searching for a new Executive Director.

4. Oahu Workforce Development Board by James Hardway for Jason Chang

The Oahu AJC is going through the process of recertification. It's been busy at the AJC due to facility upgrades and new programs being developed. Southwest Airlines will soon be holding a job fair at the AJC.

B. WIOA Core Partner Updates for March to June 2019

1. Adult Education and Career Pathways (Dept. of Education and University of Hawaii) by Helen Sanpei & Bernadette Howard/Peter Quigley

Helen Sanpei announced that McKinley Community School for Adults will be undergoing accreditation for 2020 in February and Waipahu will be shortly after. The Workforce Development Diploma program presented earlier will be rolling out soon.

Bernadette Howard reported that the timing of the new Perkins V Plan will coincide with the new WIOA plan. Director Scott Murakami was chosen to represent the Governor on the Perkins V Plan.

Peter Quigley reported that the sector templates created with DOE, UH and industries are complete. They are a one page breakdown of sector industry activities from the high school level through college and shows career paths and possible earnings. The Returning Adult program reaches out to adults who have taken some college courses but never graduated. The PLA (Prior Learning Assessment) also attempts to attract adults to enroll in college by offering a jump start for previous experiences.

2. Vocational Rehabilitation (Dept. of Human Services) by Maureen Bates

There are 3,700 active participants in DVR and they are generating over \$15 million in revenue per year for the investment of \$6 million of state/federal funds. The Order of Selection in place on DVR since October 1, 2017 will start to be resolved as of July 1, 2019 and the waitlist of 750 participants will start to be cleared.

3. Wagner-Peyser Act (Dept. of Labor and Industrial Relations – Workforce Development Division) by Elaine Young and Carol Kanayama

The Apprenticeship Program has taken the work-based learning model of plumbers apprenticeship and expanded it to other occupations such as healthcare, culinary, and information technology. An apprenticeship 101 training session was given to the Oahu AJC staff. The restaurant manager apprenticeship program is statewide and part of it is available online. WDD is focusing on the sustainability of their programs since the federal funding will be lessening in a year.

Maricar Pilotin-Freitas reported they are continuing their partnership with DVR. The Summer Youth Employment Program, which places disabled youth in government agencies, will be on Oahu, Maui and Hawaii.

C. Board Committee Reports on Activities of Committees for March to June 2019

1. Data Management & Technology Committee by Committee Chair Scott Murakami

Joni Heatherly from WDD has been working with the Electronic Data Processing Services Office (EDPSO) and Jayson Muraki of WDC to complete the new RFP for a license and procurement agreement for the public workforce labor exchange. The committee continues to work on the cost equity issue brought up at the last meeting. Jayson Muraki has also been conducting trainings on the single sign-on system at each of the counties with an EDPSO representative. Representatives from WDC, WDD, EDPSO, and AJC will be attending a Geographic Solutions conference next week to understand the capabilities of the current system and also what they may need in the new RFP.

2. Military and Veterans Affairs Committee by Chair General Edward Richardson

The committee continues to meet every other month. Support agencies and transition managers from each of the services are invited to attend. The committee recently heard presentations from the Troops to Teachers program and the Vietnam Era Veteran's Adjustment Act. The next meeting will include a presentation by Judge Edward Kubo regarding the Veteran's Treatment Court. The military has annual events for transitioning members and the committee will encourage Hawaii participation to keep the skilled transitioning members on island.

3. Performance Measures & Accountability Committee by Committee Chair Sean Knox

The committee meets quarterly to review the local area budget plans and summaries. The counties are asked questions that focus on current progress to date on performance measures and what challenges they have in hitting those targets. The committee meeting dates were moved to accommodate the time needed to receive and review the information.

4. Sector Strategies & Career Pathways Committee by Committee Vice Chair Yvette Gibson for Sunshine Topping

Hawaii P-20 presented the Hawaii workforce pathway system, showing secondary education to community college and university degrees and their outcomes, to the Sector Strategies & Career Pathways committee. Using STEM as an example, they created a graph showing the output and return on investment.

Jean Isip-Schneider reported on healthcare sector and engineering sector partnerships. The healthcare sector survey on workforce demands has been completed and they are now working on the needs in education and training. The engineering sector is identifying professional skills needed by the industry and possibly implementing a program to address those skills.

VII. Announcements

- A. The Maui Economic Development Board received a grant to host Next GenCyber Camps.
- B. STEM Works launched 45 paid, six-week long high school internships for in-demand STEM careers with placements on each island.
- C. 2019 Meetings will be held quarterly on the second Thursday of the month at 9:30 a.m. – 12:30 p.m.
- D. 2019 Scheduled Meetings: September 12, December 12

VIII. Adjournment

Chair Wilkins adjourned the meeting at 12:24 p.m.